



## JESSABELL BAYNOSA

### EDUCATION

#### Filipino Academy

##### Medical Coding

February 2024-Present

#### Filipino Institute

##### Diploma in Accounting

July 2021-January 2022

### SKILLS

- ❖ Medical Coding
- ❖ Accounting
- ❖ Ms Office Literate
- ❖ Customer Service
- ❖ Communication Skills
- ❖ Flexibility

### CONTACT

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- ❖ [Jessabellbaynosa@gmail.com](mailto:Jessabellbaynosa@gmail.com)
- ❖ Al Rigga, Dubai UAE

Seeking a challenging position in a dynamic company that offers opportunities for professional growth and advancement where i can utilize my skills and knowledge to contribute to the success of the company

### PROFESSIONAL EXPERIENCE

#### Accuro Specislist Support Services

##### Cashier/Sales Auditor

March 2022-Present

- Maintain cash control over register drawer and verify amounts are correct.
- Ensure all orders are delivered to the customers in a timely manner.
- Tally money in the cash drawer at the beginning and end of each work shift
- Review sales records to evaluate customer satisfaction with the quality of the product, services and other aspects.
- Audit sales invoices to ensure accuracy.

#### Ester Supermarket, Philippines

July 2016-April 2017

- Manage transaction with customer using cash and credit register.
- Scan goods and make sure pricing is accurate.
- Issue receipts, refunds, change or tickets.

#### Brand Services and Peoples Cooperative, Philippines

March 2015-May 2016

- Answer phones and greet visitors.
- Organize amnd schedule appointment and meetings.
- Collate and distribute mail.
- Carry out administrative duties such as, filing, typing, copying, binding, scanning, etc.

### Certificates/trainings:

- IOCP (International Organization of Certified Professionals-London United Kingdom) Membership no.L634445.
- Knowledge and Human Development Authority(KHDA) for Accounting Professionals.
- Knowledge and Human Development Authority for Medical Coding(upon completion of the course).
- Internationals Certificate from Chamber of Hospitals and Healthcare Society, Wales UK(upon completion of the course)
- On The Job Trainings for Medical Coding(64 hrs upon completion of the course).GSM Medical Center.